

DOCUMENT RESUME

ED 082 735

JC 730 235

AUTHOR Prince, John F.
TITLE Review of Educational Development District-Wide Committee Structure: Memorandum. Maricopa County Community College District.
INSTITUTION Maricopa County Community Coll. District, Phoenix, Ariz.
PUB DATE 28 Sep 73
NOTE 11p.
EDRS PRICE MF-\$0.65 HC-\$3.29
DESCRIPTORS *Administrative Organization; Board Administrator Relationship; *Committees; *Community Colleges; Educational Administration; Educational Responsibility; Interprofessional Relationship; *Multicampus Districts; Post Secondary Education
IDENTIFIERS *Arizona; Maricopa County
ABSTRACT The district-wide educational committee structure of Maricopa County Community College district is elucidated. These committees fall into five categories: (1) District-wide Policy and Management Committee, (2) District-wide Service Committees, (3) District-wide Instructional Councils, (4) New Program Development Committees, and (5) Faculty Association Committees. (KM)

MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT

MEMORANDUM

U.S. DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY.

Date: September 28, 1973
To: Executive Deans, Dean, Administrative Personnel,
Department/Division Chairmen and Support Service Faculty
From: Dr. John F. Prince
Subject: REVIEW OF EDUCATIONAL DEVELOPMENT
DISTRICT-WIDE COMMITTEE STRUCTURE

The committee structure of the Maricopa County Community College District is established to provide the multi-college and multi-faculty personnel a mechanism for the orderly flow of educational business. Committees have some or all of the following responsibilities within the context of the President to Governing Board relationship.

- a. policy and procedural decisions.
- b. recommendation of policy and procedure to other groups or individuals.
- c. communication among and between groups.
- d. educational development for improved student learning.

Committees of the District are divided into five categories:

- I. District-wide Policy and Management Committee Page 2
- II. District-wide Service Committees. Page 2
- III. District-wide Instructional Councils. Page 4
- IV. New Program Development Committees. Page 6
- V. Faculty Association Committees. Page 6

MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT

DISTRICT-WIDE COMMITTEE STRUCTURE

POLICY AND OPERATIONAL COMMITTEES

President's Council	(President)	1st Monday of month - 2 PM
Management Council	(President)	1st & 3rd Wednesday - 9 AM
President's Classified Council	(President)	On call
President's Student Council	(President)	On call
Curriculum Standards Coordinating Committee	(V.P. Ed Svcs)	1st & 3rd Monday - 2 PM
Professional Growth Committee	(Mrs. Groenke)	Every other Tuesday - 2 PM
Athletic Committee	(President)	On call
Faculty Executive Council	(H. Naumoff)	3rd Tuesday - 2:45 PM
Chapters I, II, III, IV, V	(Chairman)	On call
Chapter I	(President)	
Chapter II	(V.P. Bus. Svcs.)	
Chapter III	(Mrs. Cox-Dr. Waltrip)	
Chapter IV	(Dr. Hoover)	
Chapter V	(Dean Kirk)	

SERVICE COMMITTEES

(by Committee election)

Deans of Instruction
Deans of Continuing Education and Community Service
Deans of Students
Deans of Admission
Library Directors
Directors of Instructional Media (A-V)
Counseling Department Chairmen
Financial Aid Officers
External Funding Project Committee Chairmen
Placement Officers

MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT

DISTRICT-WIDE SERVICE COMMITTEE

General Purpose

District-wide Service Committees are established to create a procedure for administrative and service personnel of the District with common educational interests to develop a systematic method to communicate and discuss educational and operational issues pertinent to the group.

Chairman

Chairman of the various District-wide Service Committees will be named annually by the President of the District upon recommendation of the Management Council.

Operational Procedure and Coordination

The Chairman shall call monthly meetings (or more often when necessary) and be responsible for the development of the agenda.

Minutes will be kept and disseminated to appropriate personnel - a copy to be forwarded to the office of the Vice-President for Education Services.

Policy and procedural recommendation for the improvement of the operations of the District will be made to the President.

Membership

One representative from each college as designated by the Executive Dean or as determined by the Office of the appropriate Operational Dean.

Ex Officio membership from the staff of the President.

MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT

District-wide Inter-College Instructional Councils *

Anthropology-Sociology

Art

Biology

Business

Accounting

General Business

Management

Marketing

Chemistry

Drama

English

Engineering Science-Physics

Foreign Language

Geography-Geology

Home Economics

History-Political Science

Mathematics

Music

Philosophy

Health & Recreation

Psychology

Reading

Speech

ADN Nursing

Agriculture

Data Processing

Drafting

Electronics

Law Enforcement

Law Enforcement

Office Education

*Chaired by Council choice

MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT

DISTRICT-WIDE INSTRUCTIONAL COUNCILS

General Purpose

District-wide Instructional Councils are established to create a procedure for instructional faculty with common educational and student learning interests and to provide an opportunity for the faculty to discuss and consider issues and problems related to their areas of instruction.

The main function of each council is to promote communication and coordination between a common instructional area and across college lines. An auxiliary function is to collectively formulate and pursue recommendations that will be beneficial to the teaching-learning process.

While these Councils may stimulate and discuss common educational problems of curriculum and student learning, they will not be used as a forum to standardize programs.

Chairman

Group will choose its own chairman during the first meeting of each year.

Operational Procedure and Coordination

The Chairman shall call an orientation meeting in September, meet again before Christmas, and again before April 1, 1973. Of course, the Council may wish to meet more often.

The Chairman will have the responsibility for the assembling and development of the agenda. Brief minutes will be kept and disseminated to each Dean of Instruction and to the Office of the Vice-President for Education Services.

Membership

One representative from each college of the instructional area represented by the Instructional Council. This representative will generally be the Department/Division Chairman or his representative.

MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT

NEW PROGRAM DEVELOPMENT COMMITTEES

Management by Objectives

Instructional Objectives

Educational Development

Instructional Radio and Television

Evaluation Committee (J. Hartley-Chairman
Dr. Berry-Co-Chairman)

Health & Recreation

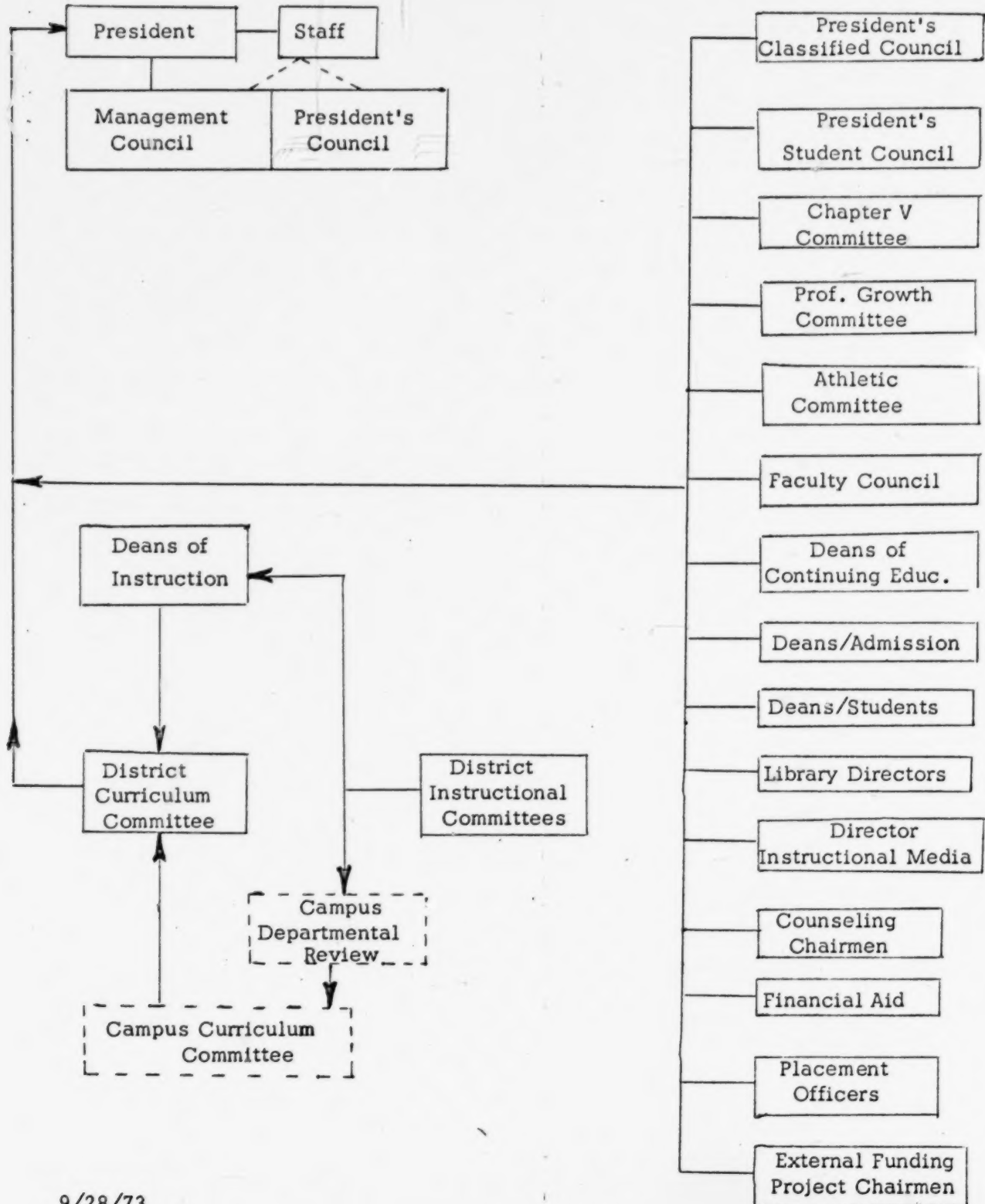
FACULTY ASSOCIATION LIAISON COMMITTEE

Committee Structure of Faculty Association

FACULTY ASSOCIATION

MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT

DISTRICT-WIDE EDUCATIONAL COMMITTEE STRUCTURE



9/28/73

kk

MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT

District-wide Inter-College Instructional Councils

<u>Area</u>	<u>Representative</u>	<u>Campus</u>
Anthropology-Sociology		GCC MCC MTC PC SCC
Agriculture		GCC MCC
Art		GCC MTC MCC PC SCC
Biology		GCC MTC MCC PC SCC
Business		GCC MTC MCC PC SCC
Chemistry		GCC MTC MCC PC SCC
Data Processing		GCC MTC MCC PC SCC

District-wide Inter-College Instructional Councils
Page 2 of 4

<u>Area</u>	<u>Representative</u>	<u>Campus</u>
Drafting		GCC MTC MCC PC SCC
Drama		GCC MCC PC SCC
Economics		GCC MCC PC SCC
Electronics		GCC MTC MCC PC SCC
English		GCC MTC MCC PC SCC
Engineering Science-Physics		GCC MTC MCC PC SCC
Foreign Language		GCC MTC MCC PC SCC

District-wide Inter-College Instructional Councils
Page 3 of 4

<u>Area</u>	<u>Representative</u>	<u>Campus</u>
Geography-Geology		GCC MTC MCC PC SCC
Home Economics		GCC MCC PC SCC
History-Political Science		GCC MTC MCC PC SCC
Law Enforcement		GCC MCC PC SCC
Mathematics		GCC MTC MCC PC SCC
Music		GCC MCC PC SCC
Nursing ADN		GCC MTC MCC PC SCC
Office Education		GCC MTC MCC PC SCC

District-wide Inter-College Instructional Councils
Page 4 of 4

<u>Area</u>	<u>Representative</u>	<u>Campus</u>
Philosophy		GCC
		MCC
		PC
		SCC
Physical Education & Health		GCC
		GCC
		MCC
		MCC
		PC
		PC
		SCC
Psychology		SCC
		GCC
		MTC
		MCC
		PC
Reading		SCC
		GCC
		MTC
		MCC
		PC
Speech-Drama		SCC
		GCC
		MTC
		MCC
		PC
	SCC	

UNIVERSITY OF CALIF.
LOS ANGELES

NOV 9 1973

9/28/73
TMG:kk

CLEARINGHOUSE FOR
JUNIOR COLLEGE
INFORMATION